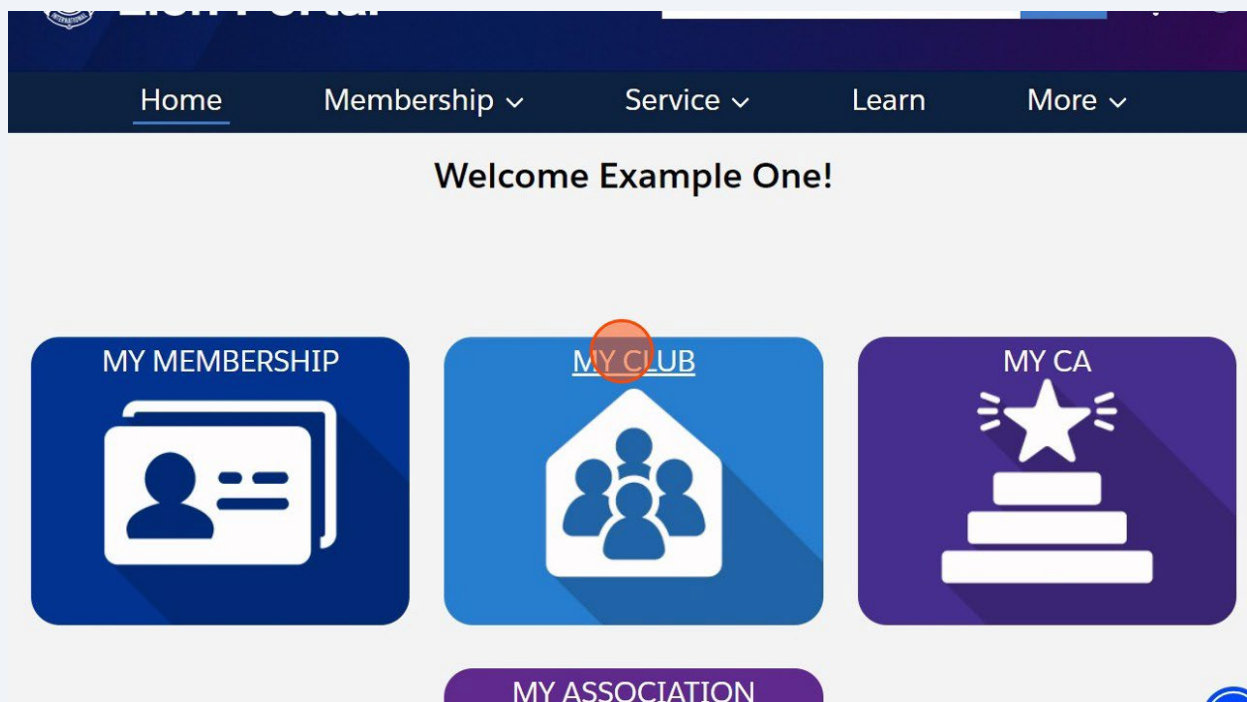


# 分會行動 - 編輯分會細節

本指南提供在 Lion Portal 上更新分會細節的簡易流程，確保您的資訊是最新並能輕易取得。透過遵循概述的步驟，您可以輕鬆編輯重要的資料，例如分會類型、敘述和會議訊息，進而提高可見度和參與度。使用本指南有助於保持貴分會建立有系統且豐富的資訊，對吸引新會員和讓現有會員了解情況非常重要。

**1** 登入 Lion Portal（獅子會門戶網站） [lionportal.org](https://lionportal.org)。

**2** 點選「我的分會」。



3 點選「分會行動」。

Example Club For Training

Club ID	Type	Status	Billing Address	Active Member Count
00158	Lions Club	Active	124 Any Place Naperville, Illinois 60565 United States	58

Details | Data Export | Club Statements | Club Service Activities | More

Member ... **Club Acti...**

Club Name: Example Club For Training | Type: Lions Club | Active Member Count: 58

Club Specialty: Cultural | Club Sub-Specialty: | Specialty Description: Arts and Entertainment | Charter Established Date: 7/1/2010

Buttons: Manage Club Members, Manage Club Officers, Manage Club Club Leader

4 向下滾動並點選「編輯分會細節」。

Club Details

Charter Established Date: 7/1/2010

Description: | Website: |

Address: 124 Any Place, Naperville, Illinois 60565, United States

Billing Address: 124 Any Place, Naperville, Illinois 60565, United States

Meeting Location 1: Meeting Place: | Meeting Local Place: |

Buttons: Create Club Branch, Create New Application, **Edit Club Details**

Club Me... | Club Offic... | More

Active Members: 58 of 58 items | Search this list...



您分會的資訊包括：

- 一般資訊 - 分會類型、特殊興趣、敘述和網站（或任何 URL，例如您的分會臉書頁面或電子分會會所頁面。
- 會議的資訊 - 日期/時間、地點。最多可紀錄兩場會議。該會議也可以指定為「線上」會議。

5

在此可更新您的分會細節。點選欲更新的欄位並輸入資訊。

Club Programs ⓘ Specialty Description ⓘ Arts and Entertainment View Reports

### Edit Club Details

▼ Club Details

Club Specialty  
Cultural

Specialty Description  
Arts and Entertainment

Club Website  
|

Club Description

▼ Meeting Location 1

Meeting Place  
Town Center

Meeting Local Address  
Country  
--None--

Meeting Local Place ⓘ

## 6 會議資訊。

Arts and Entertainment

### Edit Club Details

populations right here at home.

Meeting Location 1

Meeting Place  
Town Center

Meeting Local Place ⓘ  
टाउन सेंटर

Meeting Week of the Month

- First
- Second
- Third
- Fourth
- Fifth

Meeting Local Address

Country  
--None--

Street

City  
State/Province  
--None--

Zip/Postal Code

Meeting Day

## 7 更新完成後，點選「下一步」以儲存變更。

Meeting 2 Address

Country  
--None--

Street

City  
State/Province  
--None--

Zip/Postal Code

Meeting 2 Time  
--None--

Online Meeting 2

Online Meeting 2 Place

Online Meeting 2 Address

Next


Meeting Place  
Town Center

Meeting Local Place ⓘ  
टाउन सेंटर

Meeting Week of the Month ⓘ  
First

Meeting Local Street ⓘ  
Town Center

N. v M v M v M v

Lion- 

**8** 您將返回分會細節頁面，並將顯示更改後的資訊。

200158

Youth Programs ⓘ

---

Specialty Description ⓘ  
Arts and Entertainment

---

Charter Established Date ⓘ  
7/1/2010

---

▼ Club Details

Description  
We are dedicated to the betterment of our community by serving our local needs. We support aging and youth populations right here at home.

Website  
<http://e-Clubhouse.org/sites/OakBrook>

---

▼ Address

Billing Address  
124 Any Place  
Naperville, Illinois 60565  
United States

---

Shipping Address  
124 Any Place  
Naperville, Illinois 60565

View Reports

---

Create Club Branch

---

Create New Application

---

Edit Club Details

Club Me... Club Offic... More

▼ Active Members

Active Members

**9** 範例會議資訊已更新。

Meeting Location 1

Meeting Place ⓘ  
Town Center

---

Meeting Week of Month ⓘ  
1st

---

Meeting Day ⓘ  
Monday

---

Meeting Time ⓘ  
7:00

---

Meeting Street ⓘ  
15 Town Road

---

Meeting City ⓘ  
Naperville

---

Meeting State or Prov ⓘ

---

Meeting Zip Code ⓘ  
60565

Meeting Local Place ⓘ  
टाउन सेंटर

---

Meeting Local Street ⓘ  
400 Town Center

---

Meeting Local City ⓘ  
Naperville

---

Meeting Local Zip Code ⓘ  
60540

---

Meeting Local State or Prov ⓘ  
Illinois

---

Meeting Local Country ⓘ  
United States

---

Online Meeting 1 ⓘ

---

Online Meeting 1 Place ⓘ

Active Members

58 of 58 items

Search this list...

N. ▼	M ▼	M ▼	M ▼
Exam ple Twelv e	Lion- Chart er-	zuser 012@	(63 0)
	Regul ar	lionfa ke.co	890 -12
	[Activ e]	m	34
Exam ple Eight	Lion- Chart er-	zuser 008@	(63 0)
	Regul ar	lionfa ke.co	456 -78
	[Activ e]	m	90
	Lion- Chart	zuser	(63 0)

10 點選「首頁」以返回登陸頁面。

The screenshot shows the Lion Portal interface. At the top, there is a search bar and navigation links for Home, Membership, Service, Learn, and More. Below the navigation is a section for the user's account, titled 'Example Club For Training'. This section contains a table with the following data:

Lion ID	Type	Status	Billing Address	Active Member Count
200158	Lions Club	Active	124 Any Place Naperville, Illinois 60565 United States	58

Below the table, there are tabs for 'Club Details', 'Data Export', 'Club Statements', 'Club Service Activities', and 'More'. The 'Club Details' tab is active, showing fields for 'Account Name' (Example Club For Training), 'Parent Account', 'Type' (Lions Club), and 'Active Member Count'. A 'Get Membership Cards' button is visible on the right side of the page.

11 「分會行動 - 編輯分會細節」快速指南到此結束。

The screenshot shows a dashboard with four main navigation tiles: 'MY MEMBERSHIP' (with a person icon), 'MY CLUB' (with a house and people icon), 'MY CA' (with a star and podium icon), and 'MY ASSOCIATION' (with the Lions International logo). There is also a small orange circle and a user profile icon in the bottom right corner.